



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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September 16, 1999

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-08**

**TO:** All UPS Agencies

**FROM:** Ronald S. Mitchell  
Director

**SUBJECT:** UPS/OSUP Year 2000 Contingency Planning

After many months of discussions, developing and testing, the Year 2000 Contingency Plan for the Uniform Payroll System (UPS) and this office (OSUP) is nearing completion. Consequently, this office can now provide UPS agencies with some of the details of this plan as it relates to agencies for the production of payroll for employees on UPS and the payment of payroll withholdings to vendors.

In case this office is unable to process payroll as usual on January 10, 2000, OSUP is going to produce a DEFAULT PAYROLL in December, 1999, that will be dated January 14, 2000. This DEFAULT PAYROLL will produce checks, no EFT's, for the majority of the employees paid through UPS. If the DEFAULT PAYROLL must be used, these checks will be sent to agencies the week of January 10, 2000 for distribution to employees. As a result, agencies will need to prepare for these alternative processes and advise employees of these possibilities. See the attached document for further details on the DEFAULT PAYROLL plans.

**NOTE:** In order to prepare for the plan above, payroll processing for December 31, 1999, will follow a revised schedule. Payroll Calculation will be run on Sunday, December 26, 1999, at 11:30 a.m. More details on deadline changes will be addressed in the future "December Processing" memorandum.

In case OSUP is able to process payroll as usual on January 10, 2000, but some agencies are unable to connect or have intermittent access to the mainframe system for master record and time entry updates, agencies will need to prepare contingency plans of their own. These plans may include, but should not be limited to, establishing multiple alternate sites for system access. Void and Supplemental processing for payroll correction will be provided for agencies; however, the normal processing schedules may be significantly altered in the event of power and system outages. Agencies with a large number of Variable/Salary employees may elect to have OSUP process a DISASTER PAYROLL for their agencies (control numbers). Further details for DISASTER PAYROLL are also included on the attached document.

Normal processing schedules for payment and reporting to vendors of payroll liabilities may be altered if there are power and system outages. Agencies should prepare contingency plans for submitting documents/information to OSUP that would affect these processes. OSUP will take responsibility for penalties assessed in the event that mandated deadlines are not met due to delays once documents and information are received in this office.

OSUP is in the process of making arrangements to move our operations to the DOA Information Services Building in Baton Rouge if electricity is not available in the Capitol Annex. During the month of December, OSUP will provide agencies with alternate procedures and phone numbers if this is necessary. Please recognize that other additions and changes to the UPS/OSUP plan may be made between now and the end of the year. Any changes that effect agency procedures will be distributed as quickly as possible. Agencies can also visit the OSUP web site for current information on UPS/OSUP Y2K Contingency Plans.

Agencies need to review details in the attached document for user agencies on UPS/OSUP Y2K Contingency Plans and Timeline for producing biweekly payroll. If you have any questions on this, please contact Jena Cary at (225) 342-0718 or the OSUP Help Desk at (225) 342-8928 for assistance.

RSM:JWC:mmh

[Attachment](#)

## **UPS/OSUP CONTINGENCY PLANS FOR USER AGENCIES**

### **Producing Biweekly Payroll for employees on UPS**

#### **#1 Scenario, Assumptions**

- ÷ If power is not available and the mainframe system is not available on January 10, 2000, OSUP will not be able to produce payroll for January 14, 2000 payday.
- ÷ If methods for transmitting records to the bank for EFT/Direct Deposit are not available by January 10, 2000, OSUP may not be able to provide payment to employees via EFT for payday January 14, 2000.

#### **Plan**

- ÷ OSUP will produce a DEFAULT PAYROLL on Wednesday, December 29, 1999, for all agencies for January 14, 2000 payroll.

#### **DEFAULT PAYROLL**

- ÷ This DEFAULT PAYROLL will only be used if the assumptions above are true.
- ÷ Payroll will be calculated based on the data that appears in the Master Record system after payroll for pay period ending (ppe) 12/26/99 is produced. The Time Entry and Master Record systems will not be available for agencies to enter any updates prior to producing this DEFAULT PAYROLL.
- ÷ Active employees of time interface agencies, MCNO & EAC, will be paid based on pre-determined schedules and employee Master Record data as of ppe 12/26/99.
- ÷ All other Active, Fixed, Salary employees will be paid based on the employee Master Record data as of ppe 12/26/99. Employees with 40 hrs/wk on Screen BL14M212 (Salary Information) will be paid 80 hours; those with 30 hrs/wk will be paid 60 hours, etc.
- ÷ All other Active, Variable, Salary employees will be paid based on employee Master Record data as of ppe 12/26/99, also. However, the special programs for a DISASTER PAYROLL will be used. This process will pay these employees 80 hours, regardless of the number of hours on Screen BL14M212. Cost of expenditures will be based on data on Screen BL14M215 (Distribution). Using the DISASTER PAYROLL programs prevents employees from being switched to a Fixed employee and maintains all other data on the time file for future payroll processing.
- ÷ No system payments will be produced for all other Hourly employees in the DEFAULT PAYROLL. Some options may be available for those employees that must be paid before the next payroll cycle if this DEFAULT PAYROLL must be used. Agencies should notify this office to determine these options.
- ÷ All employees to be paid on the DEFAULT PAYROLL will be automatically switched off EFT/Direct Deposit temporarily. Paper checks will be the only means for payment. If the DEFAULT PAYROLL is used, checks will be sent to agencies for distribution to employees.

## OSUP Memo #2000-08 Attachment

- ÷ Reports will not be available in BUNDL or printed for agencies and employees' records will not be updated until it is determined that the DEFAULT PAYROLL must be used.
- ÷ Details on how agencies will be notified if the DEFAULT PAYROLL will be used will be announced at a later date.

### #2 Scenario, Assumptions

- ÷ If power and the mainframe system are available for OSUP but not for the agencies, or if there is intermittent power/system access for agencies, OSUP will produce payroll, but agencies may not be able to update the Time Entry and Master Record systems on all employees completely.

### Plan

- ÷ OSUP will produce regular payroll on Monday, January 10, 2000, for January 14, 2000, payday using the DISASTER PAYROLL procedures for those agencies requesting it.

### Payroll processing with DISASTER PAYROLL procedures

- ÷ The system is expected to be available for entry beginning Monday, January 3, 2000, for the pay period ending 1/9/2000. At this time, normal entry deadlines will be in effect regardless of the holiday for Baton Rouge state agencies on Monday, January 10, 2000, for Inauguration Day.
- ÷ Payroll will be calculated as usual after the normal entry deadlines on January 10, 2000 (with the exception of those agencies which elect to use the DISASTER PLAN).
  - ÷ Fixed, Salary employees will be paid based on the information that has updated the systems. Caution: If only 8 "S" hours with an "SC" code of 1 are entered, the employee will be paid for only 8 hours. If a Term Date is not entered, the terminated employee could be overpaid.
  - ÷ Hourly employees should be paid as long as hours are entered.
  - ÷ Payroll processing for time interface agencies will remain the same.
- ÷ The UPS DISASTER PLAN allows agencies with Variable, Salary employees, that are unable to complete entering in the Time Entry system, to have OSUP "flip a switch" that will pay **all Variable Salary** employees **80 hours**, completely ignoring all data entered in the Time Entry system.
  - ÷ These employees will be paid 80 hours regardless of the effective date, term date, HRS/WK on the Master Record, or hours entered.
  - ÷ Employees will remain Variable.
  - ÷ All data (ORGs, premium rates, etc.) will remain on the time file for future payroll processing.
  - ÷ Cost of expenditures will be based on data on Screen BL14M215 (Distribution).
  - ÷ Agencies will have to notify OSUP by 2:30 p.m. on 1/10/2000 if the DISASTER PLAN must be used for the agency (control number).
- ÷ Employees will not be taken off Direct Deposit.

## UPS/OSUP Y2K Timeline

This timeline provides a chronological look at the activities for OSUP beginning with the production of the last payroll of December 1999.

### SUNDAY 12/26/1999

- ÷ Run Payroll Calculation at 11:30 a.m. for 12/31/1999 payday.
- ÷ Print payroll checks; begin printing biweekly payroll reports.

### MONDAY – FRIDAY 12/27/1999 – 12/31/1999

- ÷ System will be available with Inquiry Access only.
- ÷ No updates will be made for EFT returns and corrections and no EFT reports will be created this week. Data will be reviewed by OSUP as it is received. The first week of January 2000, employee records will be updated and the reports will be available in BUNDL for agency review.

### MONDAY 12/27/1999

- ÷ Print earnings statements for 12/31/1999 payroll.
- ÷ Begin printing monthly, quarterly and yearly reports.
- ÷ Begin printing and distributing 1999 W-2 originals.
- ÷ Bring up system with Inquiry Access only with Year 2000 tax updates for 1/14/2000 payroll.

### TUESDAY 12/28/1999

- ÷ Transmit EFT for 12/31/1999 payroll.
- ÷ Post 12/31/1999 payroll to AFS.

### WEDNESDAY 12/29/1999

- ÷ Run DEFAULT PAYROLL Calculation for 1/14/2000 payroll.
- ÷ Print all checks (no EFT's) for 1/14/2000 DEFAULT PAYROLL.
- ÷ DO NOT print biweekly reports.
- ÷ Reload system with Inquiry Access only with Year 2000 tax updates for 1/14/2000 payroll.

### THURSDAY 12/30/1999

- ÷ Transmit tax payments for 12/31/1999 payroll.
- ÷ Complete all printing of reports & W-2 originals.
- ÷ Prepare for payroll system shutdown at 5:00 p.m.

### FRIDAY 12/31/1999

- ÷ Prepare for complete mainframe shutdown.

### SATURDAY – SUNDAY 1/1/2000 – 1/2/2000

- ÷ Test system prior to providing agencies Input Access.

MONDAY – FRIDAY 1/3/2000 – 1/7/2000

- ÷ Receive first 2000 EFT/ACH file from Bank One.
- ÷ Test transmission to Bank One for EFT.
- ÷ Test all other interface files.
- ÷ Produce report of all EFT returns and corrections from previous week and update employee records.
- ÷ DO NOT run Void/Supplemental update to Master Record system until 1/20/2000.
- ÷ UPS/OSUP Help Desk will receive notices from agencies of any mainframe access problems.

MONDAY 1/10/2000 (holiday for Baton Rouge offices)

- ÷ Decision will be made on using DEFAULT PAYROLL. If not, OSUP will run Payroll Calculation at 3:00 p.m. as usual.
- ÷ Agencies must notify OSUP by 2:30 p.m. if DISASTER PAYROLL should be used for agency (control number).
- ÷ If the DEFAULT PAYROLL is used, payroll reports will be made available in BUNDL and printed for normal distribution to agencies.

TUESDAY 1/11/2000

- ÷ If the DEFAULT PAYROLL is used, all checks will be sent via United Parcel Service to agencies for distribution to salaried employees.
- ÷ If the DEFAULT PAYROLL is not used, checks and earnings statements will be printed with normal distribution procedures.